



STATE OF HAWAII
BOARD OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

May 13, 2014

TO: The Honorable Donald Horner, Chairperson
Board of Education

FROM: Stephen Schatz, Board of Education Designee
Sean Bacon, Board of Education Designee

Handwritten signatures of Stephen Schatz and Sean Bacon, with the name "Luba" written below them.

SUBJECT: Approval of Kailua Elementary School's School Community Council (SCC)
Exception Regarding its Change in Bell Schedule

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Kailua Elementary School's SCC Exception Request allowing the school to modify their bell schedule for the 2014-2015 school year.

Note: BOE approval of exceptions to the BU 05 Collective Bargaining agreement must include all stipulations agreed upon by its two committee members to the SCC Exception Review Committee. The status quo shall remain should the BOE not agree with its committee members' recommendation(s).

2. **RECOMMENDED EFFECTIVE DATE**

Upon approval by the BOE.

3. **RECOMMENDED COMPLIANCE DATE**

Not applicable.

4. **DISCUSSION**

a. **Conditions leading to the recommendation**

Section 302A-1124 to 1127, Hawaii Revised Statutes (HRS), authorizes schools to request waivers from existing state agency rules, policies, regulations, and procedures as well as exceptions to collective bargaining agreements as negotiated in accordance with current collective bargaining agreements and the provisions of Chapter 89, HRS.

b. Previous action of the Board on the same or similar matter

Similar exceptions were approved for Kalaheo High, Castle High and Roosevelt High Schools.

c. Other policies affected

Article VI, Teaching Conditions and Hours; Section R, Evaluation of Students/Grading Preparation.

Article VI, Teaching Conditions and Hours; Section CC, Work Time Distribution, Weekly Totals Within the 7-Hour Day, 5-Day Week.

Article XII, Academic Freedom.

Board Policy 1710-3, School Calendar Policy.

Board Policy 2412, School Community Council Waivers and School Community Council Exceptions Policy.

d. Arguments in support of the recommendation

The change in bell schedule requested by Kailua Elementary School for the 2014-2015 school year:

- Decreases teacher instructional time by 25 minutes per week, from 1415 to 1390 minutes.
- Increases “other time” by 25 minutes per week, from 310 to 335 minutes.

The change will allow teachers to meet once a week in data teams to collaboratively look at student data and progress and plan for instruction. These Teacher Collaboration Time meetings have been productive.

e. Arguments against the recommendation

None.

f. Findings and conclusions of the Board committee

The BU 05 Committee on SCC Exception Review agreed to this exception on May 8-9, 2014.

g. Other agencies or departments of the State of Hawaii involved in the action

None.

h. Possible reaction of the public, professional organizations, unions, DOE staff and/or others to the recommendations

Positive.

i. Educational implications

As stated in the school's SCC exception request.

j. Personnel implications

None.

k. Facilities implications

None.

l. Financial implications

None.

5. OTHER SUPPLEMENTARY RECOMMENDATIONS

None.

SS/SB:JZ:pk

Attachments

c: Superintendent
Office of Curriculum, Instruction and Student Support

☒ New Request

☐ Renewal

**SCHOOL COMMUNITY COUNCIL
WAIVER/EXCEPTION REQUEST FORM**

(Please use one form for each request)

SCHOOL: Kailua Elementary

DATE: March 10, 2014

DISTRICT: Windward

COMPLEX: Kalaheo

School Strive HI Status:

☐ Recognition

☒ Continuous Improvement

☐ Focus

☐ Priority

☐ Superintendent's Zone

*****Attach Trend Report and Strive HI Performance System School Report.**

- A. List the specific policy, regulation, rule, procedure or the specific article within the collective bargaining agreement from which the school is seeking relief.

Article VI – Teaching Conditions and Hours, Section CC, Worktime distribution; a and c

a) Fourteen hundred fifteen (1415) minutes of instructional time per work week.

d) Three hundred ten (310) minutes to be used during the work week exclusively for:
(meetings, etc)

- B. Describe 1) the desired change, and 2) what the school hopes to accomplish as it relates to improving student learning and increasing student achievement. Include specific quantitative, qualitative and longitudinal data to support the need for the request.

1) Teachers will have 25 less instructional minutes (1390) which will be used to increase meeting time by 25 minutes (335). 2) Teachers meet once a week in data teams to collaboratively look at student data and progress and plan for instruction. These TCT (Teacher Collaboration Time) meetings have been productive, as teachers are required to complete action plans during the meeting and post it on our document library in Lotus Notes.

- C. If a renewal, describe and evaluate the outcomes of the requested change. Explain what was achieved and the impact on student learning. (Include specific quantitative and/or qualitative data.)

- D. Please provide additional information (data and narrative) for the following type of request applicable:

D1.) Parent-Teacher Conferences:

For a waiver from the DOE Regulation 4510.3 Released Time for Conferences to Report Student Progress, the Superintendent requires that a parent satisfaction survey be conducted and the survey results submitted.

Number of surveys distributed	
Number of surveys returned	
Number of parents in favor	
Number of parents not in favor	
Number of parents undecided	

Summary:

D2.) School Attendance Procedures:

For a waiver from the DOE School Attendance Procedures, Revised August 2001, a comparison of attendance data over a three (3) year period of time is required. Explain the increase or decrease in attendance rates. Provide provisions for allowing students to make-up missed work.

School Year	% of average daily attendance

Rationale:

D3.) Reporting of Quarterly Grades:

For an exception from the collective bargaining contract for teachers for Reporting Quarterly Grades for Schools, an explanation of the interventions provided and the impact on student learning is required.

Number of students failing	
Number of students who received tutorial assistance/interventions	
Number of students whose grades improved after receiving tutorial assistance/interventions	

Explanation:

D4.) Modified Assessment Schedule:

For an exception from the collective bargaining contract for teachers for a Modified Assessment Schedule, an explanation of the interventions provided and the impact on student learning is required. Describe tutorial opportunities provided for students during the assessment week.

Number of students failing	
Number of students who received tutorial assistance/interventions	
Number of students whose grades improved after receiving tutorial assistance/interventions	

Explanation:

E. All Other Requests:

Provide information and explanation as indicated in Sections A, B, and C, and other additional information applicable.

F. Provide a chronology and summary of discussions and activities that document an inclusive, collaborative and consensus-building decision-making process.

Date	Type of Meeting	Summary of Outcome
January 2013	Faculty Meeting	Teachers voted on Proposed Schedules
January 2013	PTSA Meeting	Agreement for the funds to purchase a PTT for PE
February 2013	SCC Meeting	Support for Teacher collaboration time and Special PTTs to teach Art, Music, and PE
August 1, 2013	Faculty Meeting	Agreement on TCT schedule and meeting times
March 5, 2014	Faculty Meeting	Discussion and Consensus Agreement on the teaching conditions
March 10, 2014	SCC Meeting	Discussion and Consensus to support the Exception request

G. SCC Waiver/Exception Signature Page

G. SCC Waiver/Exception Signature Page

WAIVER/EXCEPTION SIGNATURE PAGE

The signatures on this page acknowledge that the decision to request the attached waiver/exception was reached through a collaborative process. If this request is an exception to a collective bargaining agreement, the decision by members of the bargaining unit was achieved through consensus. (Because exceptions to collective bargaining agreements involve the rights of other employees, consensus, specifically by affected unit members, is necessary to waive those rights. It is possible for these unit members to agree on a fallback decision-making option provided that the agreement on the fallback option was reached through consensus.)

Administration Lanell Lohi Date 03-10-2014

Community Representative(s) [Signature] Date 3-10-2014

Parent Representative(s) [Signature] Date 3-10-2014
3-10-2014

Student Representative(s) X Khaulani Bungas Date 3-10-2014
X [Signature] 3-10-2014

Noncertificated Staff Representative(s) [Signature] Date 3-10-14
Mary E. Wong 3-10-14

Teacher Representative(s) [Signature] Date 3/10/14
[Signature] Date 3/10/14

Complex Area Superintendent (CAS): E. Suzanne Mulcahy (print name)
This waiver/exception request aligns with the goals and objectives of the school's strategic plan/academic and financial plan.

CAS Signature: [Signature] Date 3/13/14

HSTA PROCESS CHECK REQUIREMENT:

To ensure that the process to reach the decision for a contract exception request was followed, (the faculty either reached consensus or failing to reach consensus; the faculty held a secret ballot vote that resulted in active faculty members casting a ballot with 66-2/3% or higher affirmative vote), the Teacher Representative should email the UniServ Director with a cc to Raymond Camacho (rcamacho@hsta.org). Please attach a copy of the email sent to the UniServ Director.

RETURN FORM TO: OCIS, School Renewal and Redesign Section
475 22nd Avenue, Room 109
Honolulu, Hawaii 96816
OR FAX TO: 735-8379

FAILURE TO SUBMIT A COMPLETE AND TIMELY WAIVER/EXCEPTION REQUEST MAY RESULT IN THE REQUEST NOT BEING PROCESSED.

Safety and Well-Being

<i>Students</i>	<i>Average Daily Attendance %</i>		<i>Offenses by Type of Incident</i> (number of citations per 1,000 students)					
			<i>Violence</i>		<i>Property</i>		<i>Illicit Substances</i>	
<i>School Year</i>	<i>Elementary</i>	<i>Secondary</i>	<i>Elementary</i>	<i>Secondary</i>	<i>Elementary</i>	<i>Secondary</i>	<i>Elementary</i>	<i>Secondary</i>
2010-2011	94.8%	na	17	na	0	na	0	na
2011-2012	94.1%	na	17	na	3	na	0	na
2012-2013	94.4%	na	26	na	0	na	0	na

<i>School</i>	<i>Persistently Dangerous Schools (NCLB)</i>	<i>Workers' Compensation Claims</i>		<i>Student and Teacher Perceptions on School Quality Survey</i>		<i>Transition from home/preschool to Kindergarten</i>
<i>School Year</i>	<i>Yes/No</i>	<i>Total # of claims</i>	<i>% of claims resulting in loss-time</i>	<i>Positive Responses</i>		<i>School mean (range 1-3)</i>
				<i>% of student</i>	<i>% of teacher</i>	
2010-2011	No	1	0.0%	63.5%	71.4%	3.0
2011-2012	No	5	0.0%	78.2%	88.8%	2.3
2012-2013	No	3	0.0%	72.8%	89.4%	2.6

Civic Responsibility

	<i>Young Voter Registration</i>	<i>Kids Voting Hawaii</i>		<i>Students Who Are Not Suspended</i>	<i>Volunteer Hours</i>
<i>School Year</i>	<i># of students participating</i>	<i># of students participating</i>	<i>% of students participating</i>	<i>% of Enrollment</i>	<i># of PCNC volunteer hours per 100 students</i>
2010-2011	na	265	74.9%	98.9%	182
2011-2012	na	—	—	97.7%	169
2012-2013	na	324	92.6%	98.3%	34

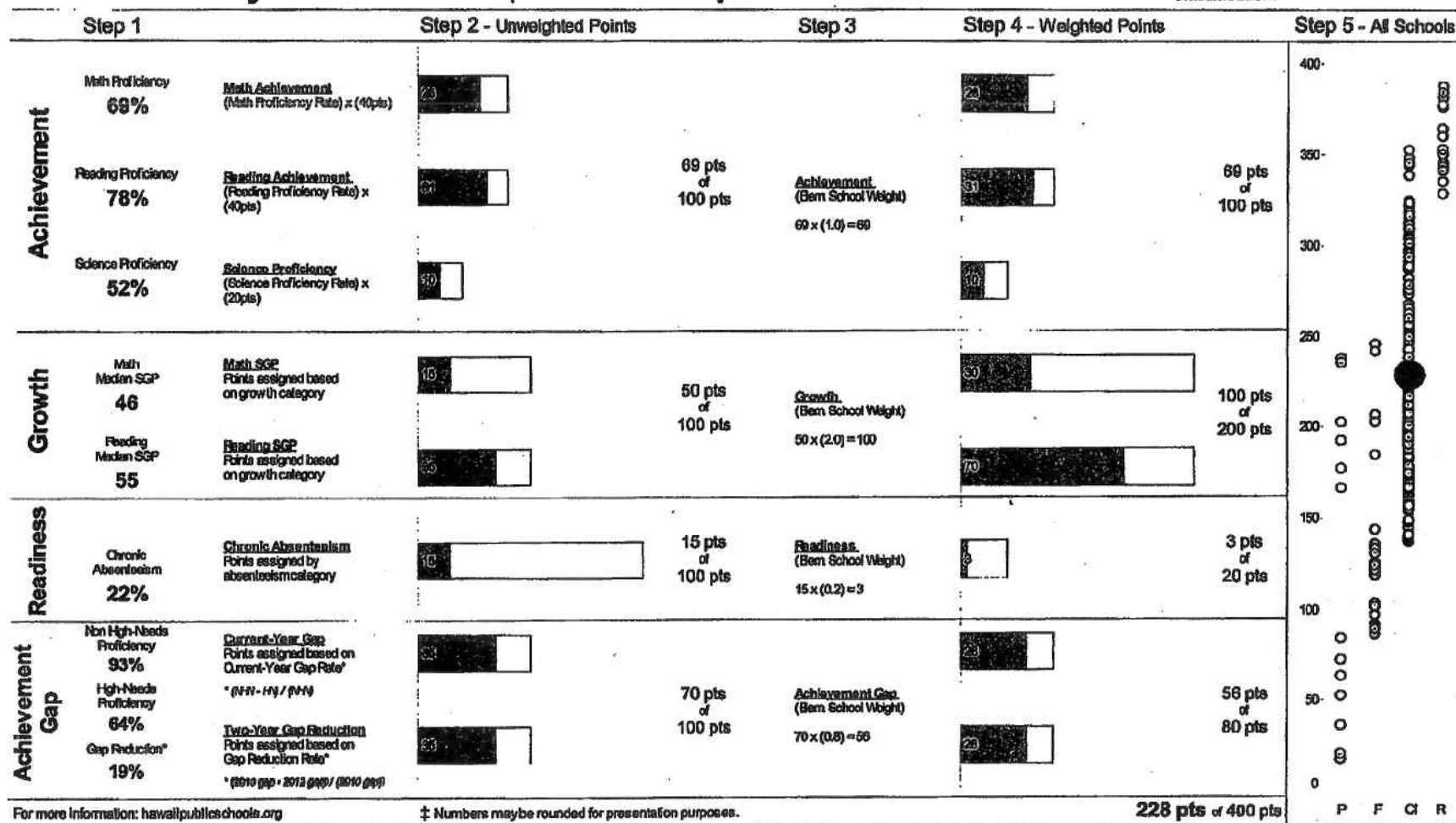
Fiscal Accountability

<i>School Year</i>	<i>State General Funds</i>				<i>Significant Budget Changes*</i>
	<i>School Salaried Payroll</i>	<i>Allocation Excluding School Salaried Payroll</i>	<i>Expended</i>	<i>Carryover</i>	
2010-2011	\$2,476,816	\$341,023	\$333,705	\$7,318	none
2011-2012	\$2,403,050	\$249,004	\$240,740	\$8,264	none
2012-2013	\$2,419,323	\$372,305	\$357,446	\$14,859	none

*Explanation of Significant Budget Changes

Kailua Elementary Strive HI 2012-13 Step: Continuous Improvement Index Score: 228

Automatic Classification: None





Hawaii Department of Education
School Schedule Submission Form - School Year 2014-15 (Elementary)

SCHOOL INFORMATION

Complex Area Name Kailua/Kalaheo		Complex Name Kalaheo	School Name Kailua Elementary	
Principal Lanelle Hibbs	Select one: <input type="checkbox"/> The submitted schedule is in compliance with requirements. <input checked="" type="checkbox"/> The submitted schedule is not in compliance with requirements and we will seek a BOE waiver or contract exception.		Signature	Date 2/21/2014
Complex Area Superintendent	Select one: <input type="checkbox"/> The submitted schedule is in compliance with requirements. <input type="checkbox"/> The submitted schedule is not in compliance with requirements and the school will need to seek a BOE waiver or contract exception.		Signature	Date

SUMMARY OF SCHEDULE

TEACHER CALENDAR - TEACHER DAYS - REQUIREMENTS		Scheduled (Date or Description)
Work days without students	2 days at beginning of school year for administrator-initiated activities	7/29/2014; 7/30/2014
	2 days at beginning of school year for teacher-initiated activities	7/28/2014; 7/31/2014
	1 day scheduled between semesters for grading and other teacher-initiated activities	01/09/2015
	2 days for school planning and collaboration	11/03/2014; 02/04/2015
	1 day at the end of the school year	
	Other days without students	
Hours contiguous to the teacher work day for collaboration & professional development	21 hours, for use in 1 hour increments	Used for the purpose of the 6+1 strategies and the components of the EES and STRIVE HI
	6 hours for use in multiples of 1/2 hour increments	Web Wednesdays for Professional Development for Technology

OTHER REQUIREMENTS	DESCRIBE
Elementary students have expanded course offerings.	Before and Afterschool Boost tutoring; KidBiz, IXL; After School Arts and Adventures Program

ADDITIONAL COMMENTS FROM PRINCIPAL (OPTIONAL)

Teachers teach less than 1415 by 25 minutes but it is made up in meeting times. This was voted and agreed upon by teachers to have TCT(Teacher Collaboration Time) for data team planning. Student instructional time is not affected. An exception will be submitted.

BELL SCHEDULE

In the "Time" column, insert the time period. In the "Description" column, use a descriptor from the first column on the third page (e.g. passing, homeroom, recess, etc.). In the "Minutes" column, insert the number of minutes that the time period includes.

APPLICABLE DAYS: <i>(enter M, T, W, TH, and/or F)</i>		
Students	<i>Start Time: 8:00 a.m. (M-F) Grades 3-6</i>	<i>End Time: 2:15 p.m. (M,T, Th, F) 1:00 p.m. (W)</i>
Teachers	<i>Start Time: 8:00 a.m. (M-F)</i>	<i>End Time: 3:00 p.m. (M-F)</i>
Prep Time	<i>Check one: <input type="checkbox"/> Floating X Common</i>	
TIME	DESCRIPTION	MINUTES
8:00-9:45 a.m.	Instruction	105
9:45-10:00 a.m.	Recess	15
10:00-11:40 a.m.	Instruction	100
11:40-12:10 p.m.	Lunch	30
12:10-12:20 p.m.	Recess	10
12:20-2:15 pm.	Instruction (M,T, Th, F)	115
12:20-1:00	Instruction (W)	40

APPLICABLE DAYS: <i>(enter M, T, W, TH, and/or F)</i>		
Students	<i>Start Time: 8:00 a.m. (M-F) Grades K-2</i>	<i>End Time: 2:15 p.m. (M,T, Th, F) 1:00 p.m. (W)</i>
Teachers	<i>Start Time: 8:00 a.m. (M-F)</i>	<i>End Time: 3:00 p.m. (M-F)</i>
Prep Time	<i>Check one: <input type="checkbox"/> Floating X Common</i>	
TIME	DESCRIPTION	MINUTES
8:00-9:45 a.m.	Instruction	105
9:45-10:00 a.m.	Recess	15
10:00-11:00 a.m.	Instruction	60
11:00-11:30 a.m.	Lunch	30
11:30-12:20 p.m.	Instruction	50
12:20-12:30 p.m.	Recess	10
12:30-2:15 p.m.	Instruction (M, T, Th, F)	105
12:30-1:00 p.m.	Instruction (W)	30

SUMMARY OF BELL SCHEDULE

In the "Number of Actual Minutes..." column, insert the number of minutes scheduled. Repeat that number in the applicable blue and green columns. In the "Total" row, tally the total number of minutes in the blue and green columns. In the "Difference" row, indicate the difference in minutes between the Total scheduled minutes and the Required minutes.

	Actual Minutes Scheduled per Week	STUDENT (Act 167/52)	TEACHER (2013-17 Agreement)			
		STUDENT LEARNING TIME*	TEACHER INSTRUCTIONAL TIME ¹	PREP TIME ²	LUNCH ³	"OTHER TIME" ⁴
Instructional Time	1525 min	1525min	1390 min			
Homeroom						
Study hall						
Opening						
Closing						
Recess	125 min					125min
Passing						
Meetings ⁵						210 min
Lunch	150 min				150	
Teacher Prep	225 min			225		
TOTAL		1525	1390	225	150	335
REQUIREMENT		1525	1415	225	150	310
DIFFERENCE		0	-25	0	0	+25

¹ Contract: Article IV (CC) (1) (a)

² Contract: Article IV (CC) (1) (b)

³ Contract: Article IV (CC) (1) (c)

⁴ Contract: Article IV (CC) (1) (d)

⁵ Including all faculty, departmental, grade level, and curriculum meetings.

**Proposal for SY 2013-2014
Option A**

JK/K/K **Title I PTTs (5) WSF (3)- 1 per grade level and 1 class**
1/1 **size relief for grade 5**
2/2
3/3
4/4
5/5
6/6

Academic Coach
Librarian
Counselor
SSC
Technology Coor.

.5 ELL Teacher
ELL PTT (WSF)
PSAP

3 Preschool
7 SPED

Collaboration Time:
PTTs- Art/Music/ PE (PTSA)
2.25hr. per grade level (17 hrs, per wk)

M	T	W	Th	F
6	5		4	3
2	1		K	

8:15-10:45 **Rotation PE/Music/Art 45 minutes each**
11:30-2:00

- **Title I/WSF PTTs schedule will rotate to accommodate collaboration time: This will not affect Grades K-2 PTTs. PTT assigned to Grade 6 on Monday will go to Grade 5 and help and Grade 5 PTT will go to Grade 6 on Tuesday. Grades 3 and 4 will do the same on Thursday and Friday.**
- **Art/Music/PE PTTs will be giving grades.**
- **Librarian: Grade 5/6 Enrichment (Robotics)**
- **Tech Coor: Grades 3/4 Enrichment (Legos)**
- **Other things to consider: Testing Times**
- **Academic Coach Roles and responsibilities**

**Proposal for SY 2013-2014
Option B**

JK/K/K

1/1

2/2

3/3

4/4

5/5/5

6/6

**NO PTTs or only 2 PTTs to work with
targeted students Grades K- 6
(17hrs. X 2 = 34 hrs)**

2-Academic Coaches(Title I/WSF)

Librarian

Counselor

SSC

Technology Coord.

.5 ELL Teacher

ELL PTT (WSF)

PSAP

3 Preschool

7 SPED

Collaboration Time:

PTTs- Art/Music/ PE (PTSA)

2.25hr. per grade level (17 hrs, per wk)

M	T	W	Th	F
6	5		4	3
2	1		K	

8:15-10:45 Rotation PE/Music/Art 45 minutes each

11:30-2:00

- Art/Music/PE PTTs will be giving grades.
- Librarian: Grade 5/6 Enrichment (Robotics)
- Tech Coord: Grades 3/4 Enrichment (Legos)
- Other things to consider: Testing Times
- Academic Coach Roles and responsibilities
- PTTs roles and responsibilities

**Proposal for SY 2013-2014
Option C**

**JK/K/K Title I PTTs (2) WSF (1)- 1 per upper and lower grade
1/1 level + 1 class size relief for grade 5
2/2
3/3
4/4
5/5
6/6**

**Academic Coach
Librarian
Counselor
SSC
Technology Coord.**

**.5 ELL Teacher
ELL PTT (WSF)
PSAP**

**3 Preschool
7 SPED**

**Collaboration Time:
PTTs- Art/Music/ PE (PTSA)
2.25hr. per grade level (17 hrs, per wk)**

M	T	W	Th	F
6	5		4	3
2	1		K	

**8:15-10:45 Rotation PE/Music/Art 45 minutes each
11:30-2:00**

- Art/Music/PE PTTs will be giving grades.
- Librarian: Grade 5/6 Enrichment (Robotics)
- Tech Coord: Grades 3/4 Enrichment (Legos)
- Other things to consider: Testing Times
- Academic Coach Roles and responsibilities
- Money to purchase Professional Development Opportunities
- Money for increase ILT Members and Leadership

**ILT/GLC Leadership
7 Gen Ed + 1 SpEd
Librarian
Academic Coach**

HSTA PROCESS CHECK LIST

IMPORTANT: The APC should complete and return this form to your UniServ Director, and attach copy of exception requested.

Name: Caryn Rosen Phone: 266-7878

E-mail: Caryn.rosen@notes.k12.hi.us

Position on APC: ☒ APC ☐ Faculty Rep. ☐ Grievance Rep.

School: Kailua Elementary

Step	Action Needed by APC Please describe the contract exception:	Completed	
		Yes	No
	Article VI-Teaching Conditions and Hours, Section cc, Worktime Distribution.	X	
1	✓ A meeting with the faculty should be called by the APC to discuss exception, and achieve consensus. ✓ At least 48 hours notice should be given to faculty. ✓ The discussion should be open and collaborative, and reserved for Bargaining Unit 5 members only, to avoid appearance of undue influence. Date of mtg. <u>March 5, 2014</u>	X	
2	✓ If consensus reached, please check "YES" box and stop here.	X	
3	✓ If no consensus has been reached, prepare a secret ballot for each exception requested. ✓ Make sure the ballot question is clearly worded.		
4	✓ Make the ballots available to all faculty members. ✓ Contact all BU 05 members on paid or unpaid leave informing them of the vote.		
5	✓ Notify the faculty of the voting deadline and provide for five (5) working days to cast their votes.		
6	✓ Have a roster to check off names for ballots. This helps to ensure all Bargaining Unit 5 members had opportunity to vote.		
7	✓ Count the votes after all ballots are in (including any ballots from teachers that are absent). ✓ Keep the ballot box in secure place until ready to count. ✓ Make sure you have a witness for the counting. ✓ Report the vote tallies to your UniServ Director. Vote Tally: Yes _____ No _____ Blank _____ Total votes cast _____ Percentage of votes in Affirmative: _____%		



Fw: consensus for bell schedule
Lanelle Hibbs to: Misty Kaniho

03/13/2014 02:36 PM

----- Forwarded by Lanelle Hibbs/KAILUAE/HIDOE on 03/13/2014 02:32 PM -----

From: Caryn Rosen/KAILUAE/HIDOE
To: Lanelle Hibbs/KAILUAE/HIDOE@HIDOE,
Date: 03/13/2014 12:15 PM
Subject: Fw: consensus for bell schedule

----- Forwarded by Caryn Rosen/KAILUAE/HIDOE on 03/13/2014 12:15 PM -----

Caryn Rosen/KAILUAE/HIDOE 03/13/2014 07:27 AM	To JParis@hsta.org, cc RCamacho@hsta.org Subject consensus for bell schedule
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Hi Jodi,

The faculty at Kailua Elementary reached a consensus regarding our bell schedule and an affirmative decision for a contract exception request. This meeting was held on Wednesday, March 5, 2014. Our teacher instructional time is 25 minutes less than the required 1415 minutes and our "other time" is 25 minutes more than the required 310 minutes. We agreed that our collaboration meeting time is necessary.

Respectfully submitted by,
Caryn Rosen